Knowledge Center Operational Group (KCOG) Tips

Printing a Organizational Listing from Reports
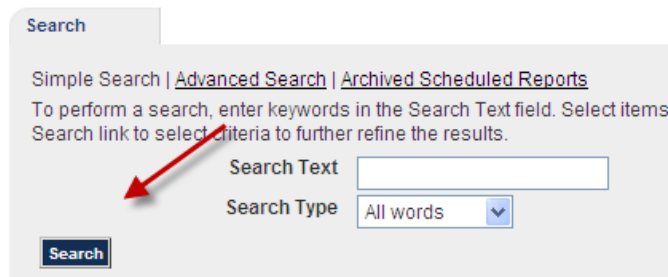
Follow this trail:

Home >> Administration >> Reports Console

Step 1: Hit search and all reports will populate

Reports Console

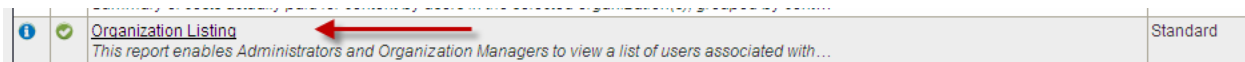Manage and run standard reports. Create, manage and run custom reports

Search

Simple Search | Advanced Search | Archived Scheduled Reports
To perform a search, enter keywords in the Search Text field. Select items
Search link to select criteria to further refine the results.

Search Text   [   ]

Search Type   [All words ▾]

[Search]

Step 2: Click on the underlined name of the report, Organization Listing

ⓘ	✓	Organization Listing *This report enables Administrators and Organization Managers to view a list of users associated with…*	Standard

Step 3: Click Select

ⓘ **Organization Listing**

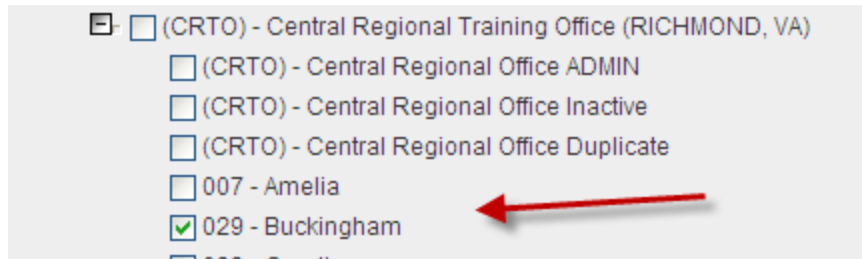No Rating Available

Locale : 🇺🇸 English (United States)

his report enables Administrators and Organization Managers to view

[Select]

Step 4: Choose the appropriate organization from the list, only 1 can be selected. I am choosing Buckingham DSS for illustration purposes.

Organization Listing

Step 5: Choose Active for User Activity, change # Records to 100, and then click Run Report
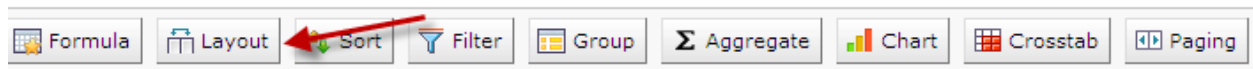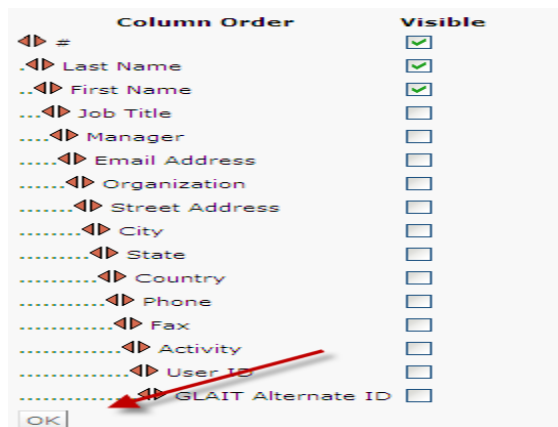
Step 6: Choose Layout

Step 7: Choose any of the fields you want to add to your report and then click OK

Step 8: Once the report populates choose whatever format you want to export to

Export to Excel
Export to PDF
Export to XML